# How Do I Use EPSQ?
Subject Edition Instructions

This is an overview of the EPSQ screens, and the steps required to create and transmit a form to your security officer/security manager.

Use EPSQ by Simply Going Left to Right

- In the Subject edition of EPSQ, users Create their form; Validate their form; Modify their form, if necessary; Print their form (Reports); and create a file to hand their form off to their Security Officer.
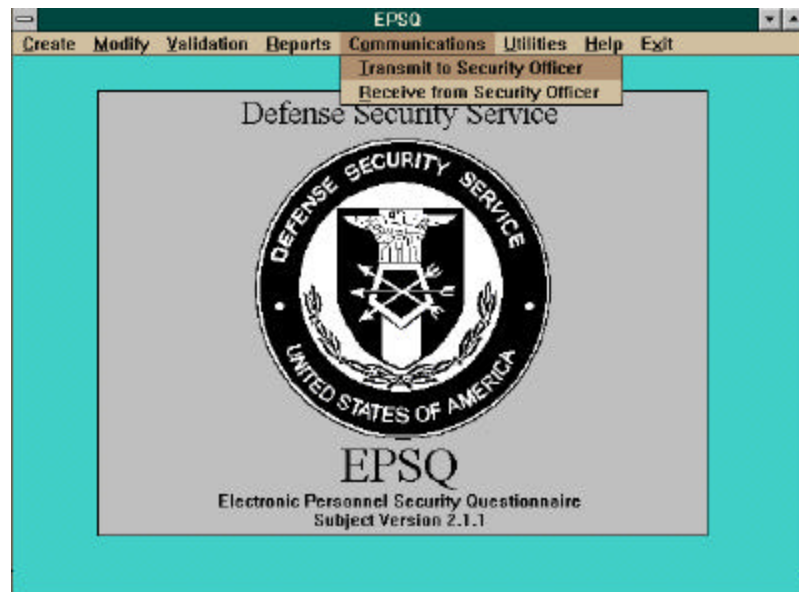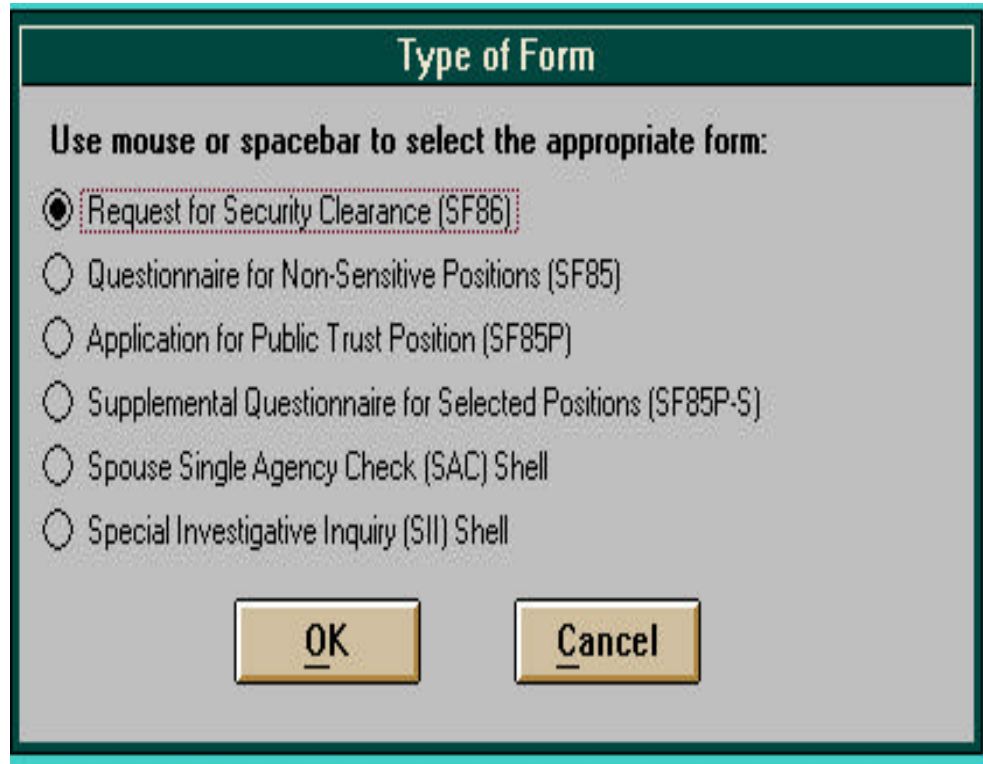
How Do I Create My User Form?
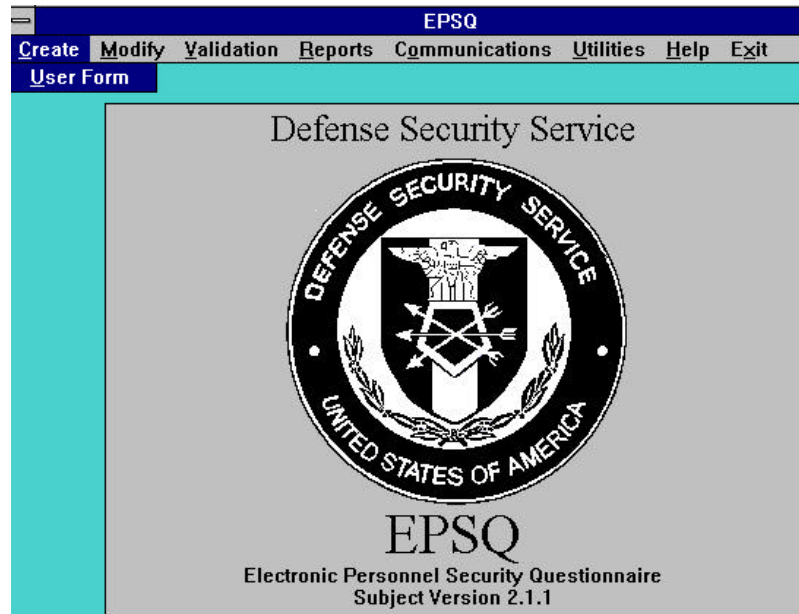
- In order to begin, go to the Create Menu.
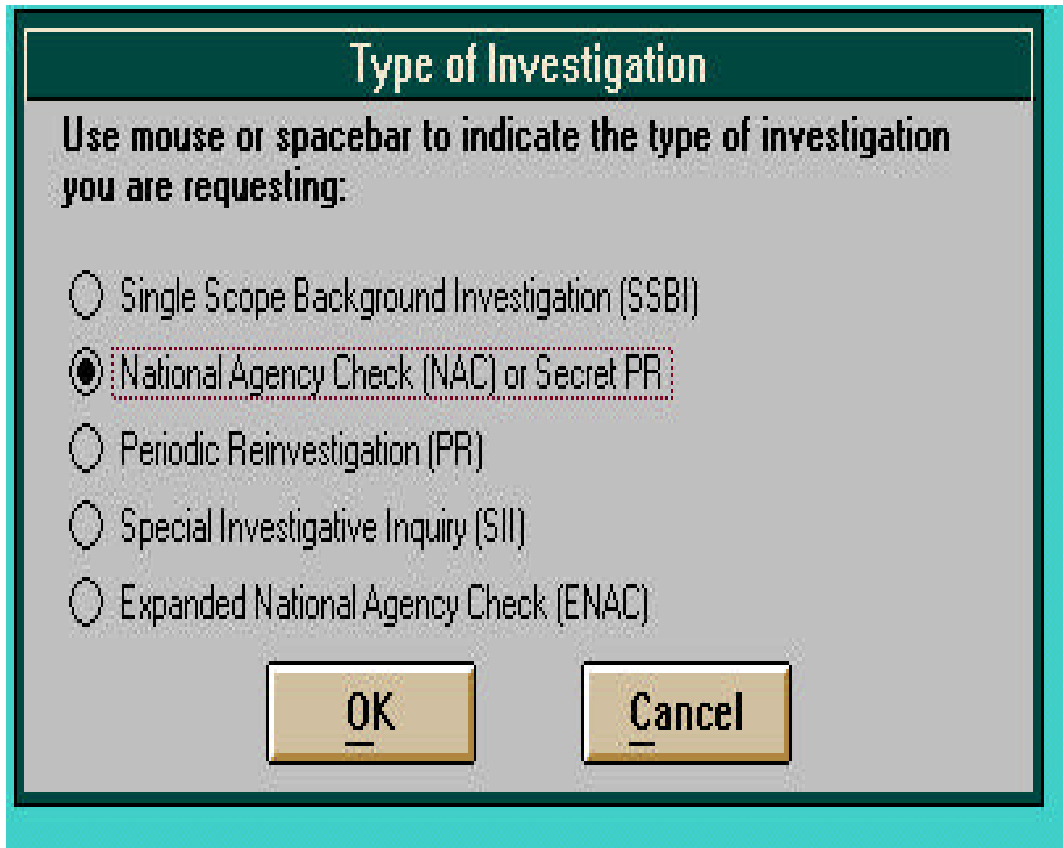
- Select User Form.

Select the Type of Form Needed

Type of Form

Use mouse or spacebar to select the appropriate form:

- ● Request for Security Clearance (SF86)
- ○ Questionnaire for Non-Sensitive Positions (SF85)
- ○ Application for Public Trust Position (SF85P)
- ○ Supplemental Questionnaire for Selected Positions (SF85P-S)
- ○ Spouse Single Agency Check (SAC) Shell
- ○ Special Investigative Inquiry (SII) Shell

[OK] [Cancel]

- SF86 is the clearance application form.
- SF85P is for Public Trust Positions.
- SF85 is not accepted by DSS.

Selections for Type of Investigation

Type of Investigation

Use mouse or spacebar to indicate the type of investigation you are requesting:

○ Single Scope Background Investigation (SSBI)

◉ National Agency Check (NAC) or Secret PR
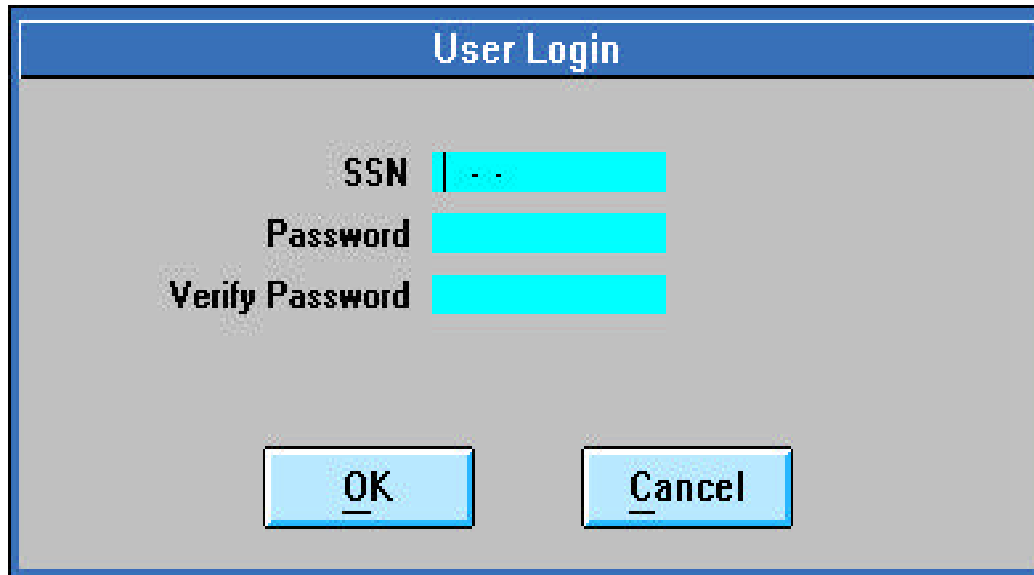
○ Periodic Reinvestigation (PR)

○ Special Investigative Inquiry (SII)

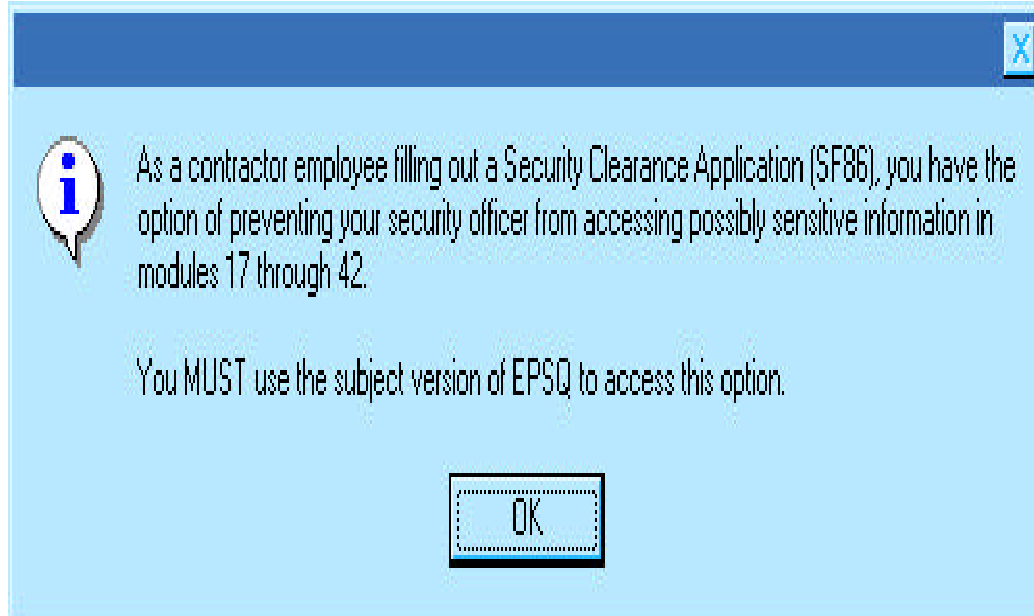○ Expanded National Agency Check (ENAC)

[OK] [Cancel]

- SSBI is typically used for a Top Secret Clearance.
- NAC/Secret PR (Periodic Reinvestigation) is for Secret Clearances.
- PR is for a Top Secret Periodic Reinvestigation.
- For a NAC/LC, select NAC.

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Subject Form Password and Second Password

User Login

SSN | -- |

Password | |

Verify Password | |

[OK]   [Cancel]

As a contractor employee filling out a Security Clearance Application (SF86), you have the option of preventing your security officer from accessing possibly sensitive information in modules 17 through 42.

You MUST use the subject version of EPSQ to access this option.

[OK]

- This is the Password for the USER form.
- Enter the SSN, then create and verify the password.
- There is a 16 character maximum for the Password.
- A **CONTRACTOR** employee has the option of adding a second password to protect Modules 17 through 42 from view by his or her Security Officer.

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Privacy Act Statement

Privacy Act Statement

CREATE SECURITY CLEARANCE FORM - (SF86)

Standard Form 86   Form approved: Revised September 1995
O.M.B. No. 3206-0007 U.S. Office of Personnel Management   NSN 7540-00-634-4036 5
CFR Parts 731, 732, and 736   86-111

QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS

Follow instructions fully or we cannot process your form. Be sure to sign and date the certification statement on page 9 and the release on page 10. If you have any questions, call the office that gave you the form.
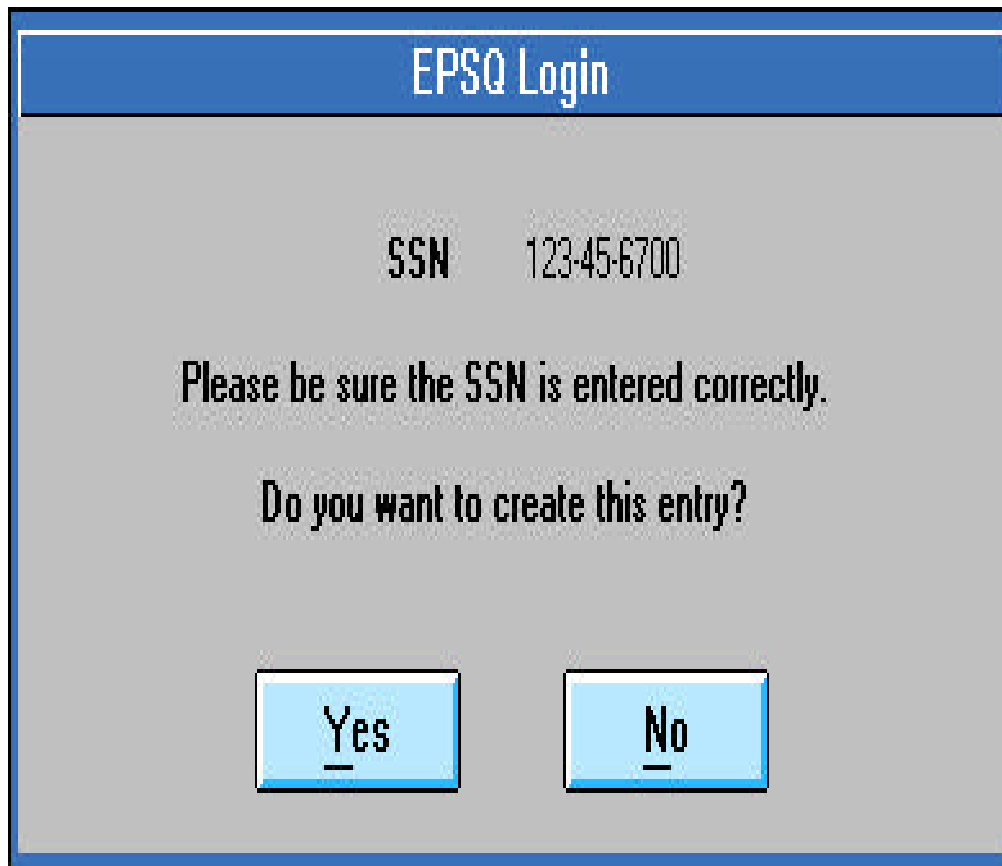
PURPOSE OF THIS FORM

The U.S. Government conducts background investigations and reinvestigations to establish that military personnel, applicants for or incumbents in national security positions, either employed by the Government or working for Government contractors, licensees, certificate holders, and grantees, are eligible for a required security clearance. Information from this form is used primarily as the basis for investigation for access to classified information or special nuclear information or material. Complete this form only after a conditional offer of employment has been made for a position requiring a security

Press <Enter> to accept and continue or <Esc> to exit

- Press <ENTER> after reading the Privacy Act Statement.

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Subject's Social Security Number

EPSQ Login

SSN   123-45-6700

Please be sure the SSN is entered correctly.

Do you want to create this entry?

[Yes]   [No]

- Please make sure that you have entered the SSN correctly.
- This screen asks you to double check the SSN before creating it.

Select Your Organization Type

Modify Originator Type and Address
Organization Type
139-00-0000

Select the organization type that best describes your organization

Next

Previous

1. Military/U.S. Government
2. Contractor

Delete

Remarks

Help

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Exit

Enter the type that best describes your organization

- If you require your clearance for your military duties, or for <u>your civilian US Government employment,</u> enter (1).

- If you do not require a clearance (i.e., Public Trust position), enter (1).

- If you require a clearance for your employment by a defense contractor, enter (2).

Fill Out the Form

Status	Module
	Request for Security Clearance - Module List

DOE, JANE LUCY   777-22-5555

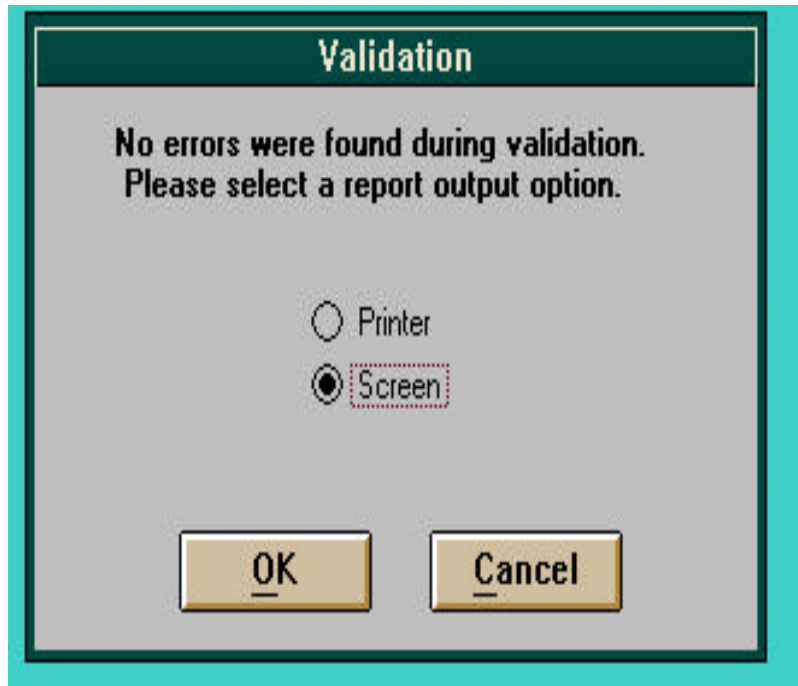| Status	Module
	1 Personal Information
	2 Other Names Used
	3 Citizenship
	4 Where You Have Lived
	5 Where You Went To School
NV	6 Your Employment Activities
NV	7 People Who Know You Well
NV	8 Your Spouse
	9 Your Relatives and Associates
	10 Citizenship of Your Relatives and Associates
	11 Your Military History
	12 Your Foreign Activities - Property
	13 Your Foreign Activities - Employment
	14 Your Foreign Activities - Contact with Foreign Government
	15 Your Foreign Activities - Passport

NV - Not Validated   V - Validated   [Ok]   [Exit]

Highlight a module and press <Enter> to select

- There are 43 modules in the EPSQ SF86.

- There are 20 modules in the EPSQ SF85P.

- You may find EPSQ an easier task if you "come to the table" prepared! Detailed "checklist" worksheets are available from a link at http://www.dss.mil/epsq

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Validate the Form

Validation

No errors were found during validation. Please select a report output option.

○ Printer
◉ Screen

OK   Cancel

- Once the form has been completed, Validate the User Form.

- You can print your Validation report, or view it on screen. You can save your Validation report, or Exit Without Saving Report. There is no need to save this Report.

- If errors are found, go in and correct them (see next slide), then Validate again until no errors remain.

- EPSQ's Validation function dramatically lowers the percentage of requests rejected by DSS for incomplete data.

How Do I Make Changes to the Form?

- Go to Modify, User Form.

- Enter your SSN.

- Select which module the error is in.

- Fix the error(s).

Print the User Form


```
Office of Personnel Management                    EPSQ Version 2.1
SECURITY CLEARANCE APPLICATION               O.M.B. No. 3206-0007
Date: 1999/08/09                                Time: 22:19:20
Standard Form 86, Sep. 95

MARKS                                        SSN: 000-00-0010
TOM, M                                                 Page: 1
1.  Personal Information
        Name MARKS
             TOM, M
   Birth Date 1959/11/01                   Sex Male
Place Of Birth BALTIMORE, MD
       County NONE
             UNITED STATES
Work/Day Phone     3933939         Home/Evening Phone 4949449
  Height 6-01    Weight 220   Hair Color BLUE    Eye Color BLUE

2.  Other Names Used

                          OK
```

- **Go to Reports, User Form.**

- **Send the report to the printer. If you print successfully, you may Exit Without Saving (printed) Report - the release forms print at the end of the form.**

- **If you experience printing problems, please consult FAQ #18 at www.dss.mil/epsq/epsqfaq/18.htm**

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Transmit to Your Security Officer
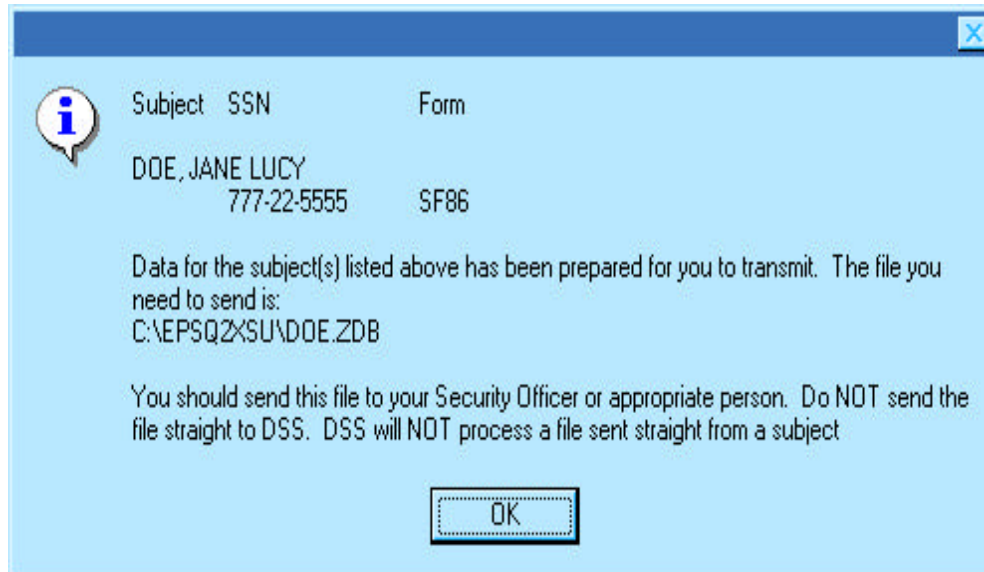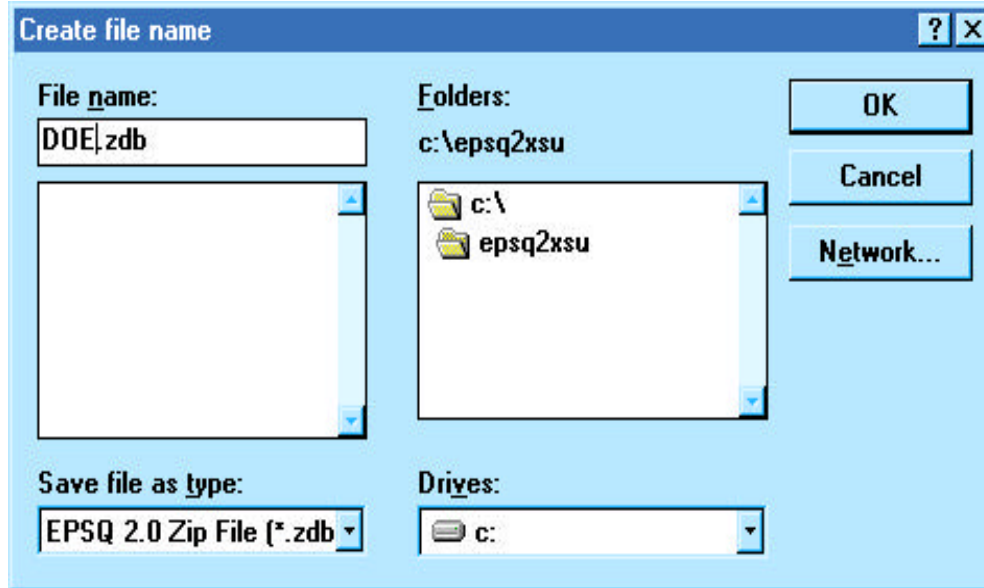
- Go to Communications, Transmit to Security Officer.
- Create your file name and delete the asterisk (see top picture).
- Select the floppy (a:) drive if you are placing the file on a diskette.
- Note where the file is being saved (see bottom picture). Press OK.
- If sending via Email: Go into your Email, address Email to your Security Officer, and attach your "Name.zdb" file - and send!

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A Few Tips for New Users

- **ALL Dates in EPSQ are YYYY/MM/DD - hence EPSQ is Y2K ready.**

- **Throughout EPSQ, middle names or initials are required. If you don't know one, please use UNK (unknown)**

- **If you see a pull down menu box, please use it!**

- **Note the Navigation (upper left of illustration) functions available - especially helpful when listing multiple entries!**

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More Tips:
Navigation (what a concept!)

- **Navigation appears on the upper left of your screen throughout EPSQ.**

- **One mouse-click, or one click of a function key, can move you through the software faster!**

- **You do not have to continue clicking "next" to move through your entries.**

- **Particularly useful when working in Modules 4 (residences), 6 (employment activities), and 9 (relatives and associates).**

- DATA ENTRY:
- When filling out employment history…..
- Military duty must be broken down by each duty station, to include Basic Training and AIT/IET.
- Each entry must have a reference to go along with it.
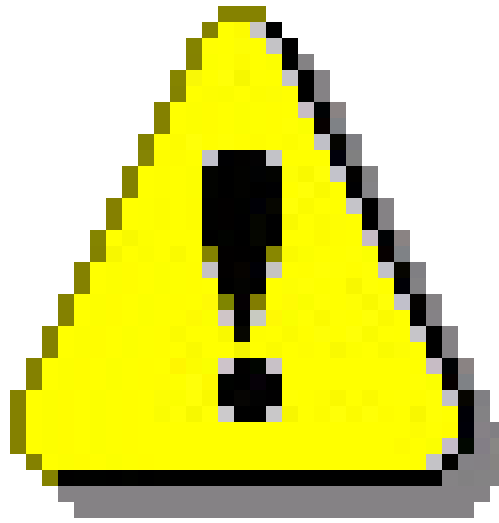
Entry Tips for Modules 8 and 9

- If you do not know your spouse's SSN, EPSQ will accept "UNK" in that field.

- If you do not know the name, nor any other data, of a required relative (Mother, Father), enter "UNK" in the first field and nothing further is required.

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Tips for Avoiding
the Pitfalls of Module 10

- **Do not click on "Spouse-like relationship individual" unless you currently have a "spouse-like" relationship with someone (other than your Spouse!) who is a U.S. citizen NOT by birth, or who is an immigrant alien residing in the U.S.**

- **If you unintentionally have an entry in the second screen of Module 10 (see left) you can get rid of the entry by clicking Delete. Please see FAQ # 49 for more troubleshooting in this area.**

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What Should I Do if I Need Help With EPSQ?
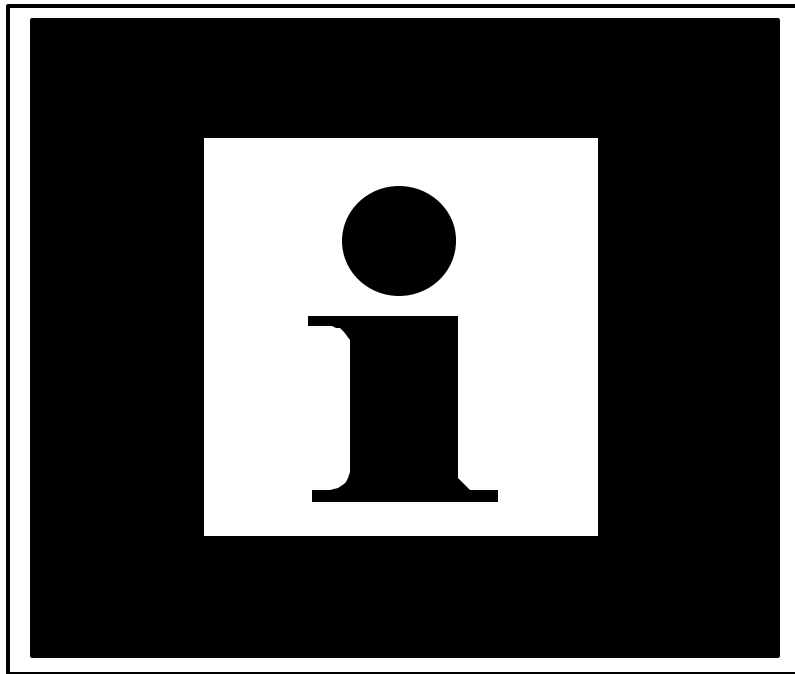
- **Much information regarding EPSQ is available from our Web page - www.dss.mil/epsq. This page includes a link to over 50 EPSQ Frequently Asked Questions, links to detailed "checklist" worksheets, and links to our Instruction Guides that are available for download.**

- **Our Customer Support Center can be reached via e-mail at: epsq_questions@mail.dss.mil, or by telephone at 1-800-542-0237 (Option 1).**

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Where Do I Send the Fingerprint Cards and Release Forms?

U.S. Mail:

Defense Security Service

Personnel Investigations Center

P.O. Box 18585

Baltimore, MD 21240-8585

- **Overnight Delivery Service:**

Defense Security Service

881 Elkridge Landing Road

Linthicum, MD 21090

Should I Consider Saving the Files That I Created in EPSQ to a Disk?

- At a certain point, Security Officer users may wish to remove completed, transmitted EPSQ files from their program. Storing too many files within EPSQ may affect the software's performance; it will certainly cause the file that you wish to locate to be more difficult to find.

- We suggest looking under Utilities in EPSQ, and <u>unloading</u> the files to .cds (Common Data Structure) format. You may then store these files in another media (e.g., on a diskette).

- Up to 700 EPSQ .cds files can safely be stored on a single diskette.
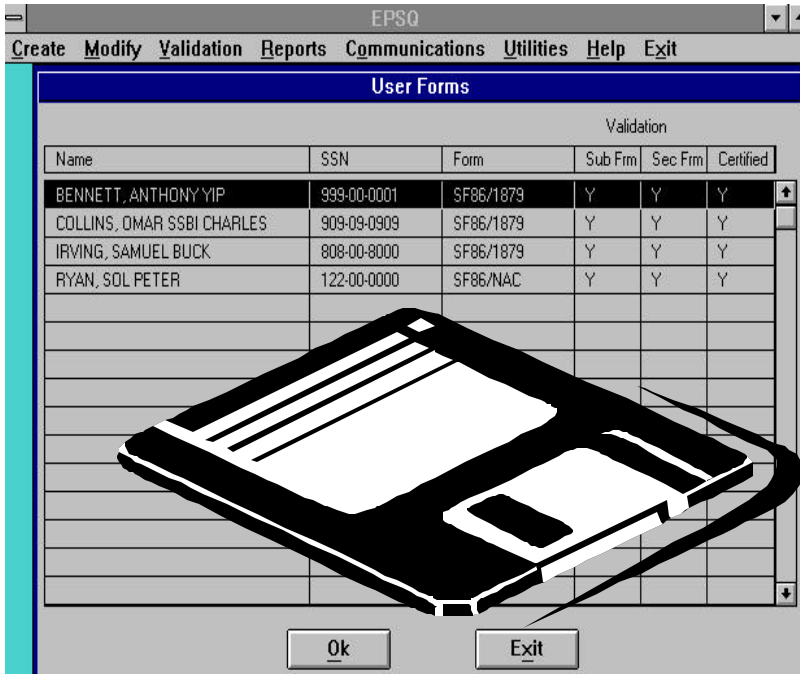
Is There a Mac Compatible EPSQ?

- DSS decided not to release a Macintosh version of EPSQ due to resource limitations. We had to make this decision based on the fact that most of our users are working in a Windows environment.
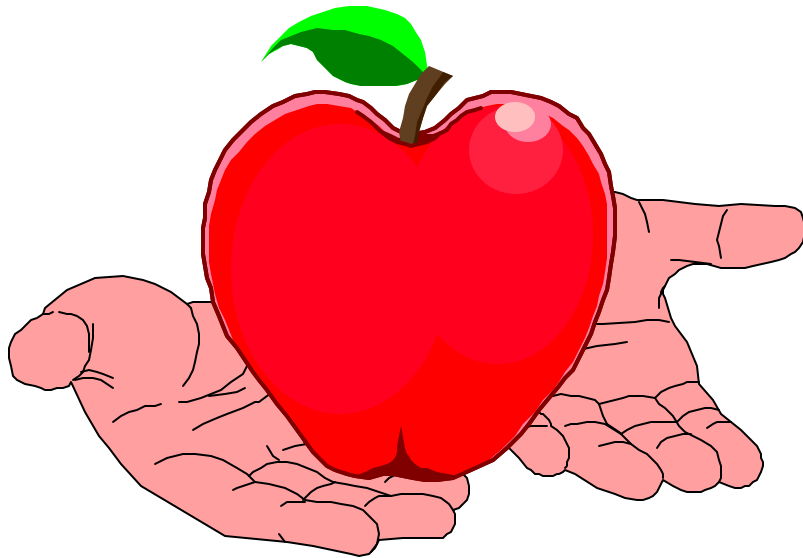
- We are aware that this may have inconvenienced some potential users.

- In the future, DSS plans to develop a Web-enabled version of EPSQ that would be essentially platform independent. There is, however, no schedule or date for this Web version at present.

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Note That EPSQ Requires Entry of Middle Names

Middle names are important!

Could you identify these folks without them?

- **John _____ Mellancamp**
- **John ____ Booth**
- **Kathie ___ Gifford**
- **Billie ___ King**
- **William _____ Schaefer**
- **Frank ____ Wright**
- **Lee ___ Rhimes**
- **Stevie ____ Vaughn**
- **Sally _____ Raphael**
- **Tommy ____ Jones**

Be sure to enter your middle name, and the middle name of all references. If the person does not have a middle name, enter NMN. If you do not know the middle name, enter UNK. If the middle name consists of an initial only, enter the initial.

What if the Form I Need Isn't on the List to Transmit?

- Revalidate the User form AND the Security Information.

- Go to Reports, and Print the User Form AND the Security Information to the SCREEN.

- Re-certify the form.

- Attempt transmitting again.

Entered the Wrong Type of Investigation onto EPSQ?
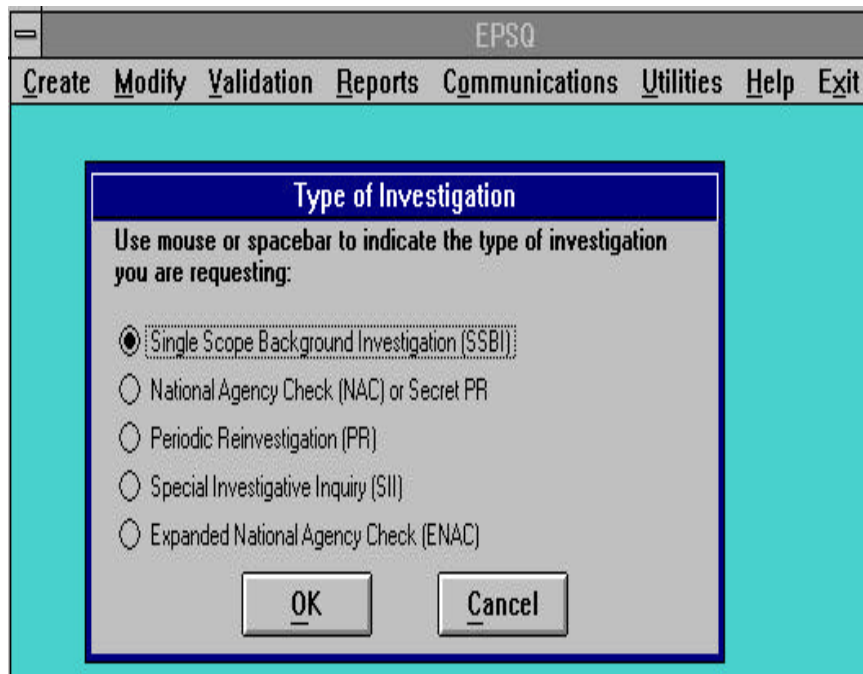
- If the wrong investigation type was selected when the form was created, change the Type of Investigation (SSBI, NAC, PR, etc.) by following these steps:

  1) Log into Security Officer edition.

  2) Go to Create.

  3) Select form type (i.e., SF86).

  4) Select Type of Investigation required.

  5) Type in the SSN, and the same password as already used.

- System should ask if you wish to change the investigation type - Select Yes.